

## 12 FAQ on ULLS-G (Motor Officer / Supply)

### **1. When did you last run PLL/DCR RECON? Explain how you corrected what you found. Explain why this process is important.**

ANSWER: Recommend you run this process MONTHLY (some units even do it weekly). This process will check to ensure that all dues in to PLL (in the ULLS PLL file) have matching open document register entries; for those mismatches it finds, it corrects the ULLS PLL file to the correct due-in quantity, and if required based on the corrected due-in quantity, generates PLL replenishment.

### **2. When did you last get a Reconciliation Listing from your supporting SSA? What exactly do you do with it when you get it? How long do you keep them?**

ANSWER: You should receive this output regularly -- most SSAs provide it at least monthly; it is produced right at the SSA, from their SARSS1 terminal. It comes in DOCNO sequence. The first thing a unit should do with the reconciliation listing is check each organizational repair parts requisition on the back side of their 2406 (i.e. the ULLS-G "Non-Mission Capable Report") for validity. If all components of the ULLS/SARSS interface are working perfectly, then this is not necessary; however, because humans operate each echelon of the system, this double-check on the most important of all your requisitions (those deadlining reportable stuff) can only benefit, and it doesn't take long at all. Another use is to check all open entries in the ULLS Document Register (DCR) by printing all records from the DCR and comparing that listing to the reconciliation listing, inputting corrections to the ULLS DCR when mismatches are found. In addition, ULLS offers an automated follow-up feature, which will generate automated follow-up requests for status on all or selected open DCR entries, and when status is received back from the DSU as a result of running this process, that status is posted to the DCR. Gross disconnects found between what you thought was due-in to you and what the reconciliation listing your SSA provides says is due-in should be investigated in a face-to-face session with your DSU (which should be done quarterly anyway). Speaking of reconciling, this is a fairly complex action, that you cannot just expect your PLL clerks to know how to do without any guidance -- the best way to understand it is to do one PERSONALLY -- you'll be amazed at what you will learn. Good, efficient ULLS operation is all about CONFIDENCE -- allowing poorly conducted recons is a sure guarantee that your operators will lose confidence in the system (ULLS and SARSS) -- and it will only be this way if commanders allow it. Keep your reconciliation listings for at least one quarter - one year is not unreasonable.

### **3. Let me see a copy of your PLL Listing. Has the unit commander signed it? Do you have anything in your PLL that is not demand supported? If so, show me written approval from the first GO in your chain of command authorizing it to be stocked on your PLL. When did you last inventory your PLL? Who checks it?**

ANSWER: The PLL Listing can be printed as often as you like, in the motor pool. Recommend it be re-printed whenever changed, or quarterly, whichever comes sooner (running PLL demand analysis monthly will likely result in the PLL changing monthly, so commanders should probably be reviewing the changes and signing monthly). Regulation requires the PLL be reviewed no less than quarterly, and that the unit commander sign it (might be a useful technique to require company commanders to bring a copy along to their interviews with you as part of the change of command process). Parts that are not demand supported must be justified individually to the first GO in your chain of command; authorization statements signed by that GO should be on file. PLLs should be inventoried at least quarterly (regulation requires this); active PLLs might do well to be inventoried monthly. Someone (e.g., the CO or BN XO) should periodically spot check/sample inventory and location accuracy. Inaccuracies should be corrected on the PLL file in ULLS on the same day found. Finally, you might ask about excess management -- what happens when inventories reveal excess parts, or when a PLL review results in removal of an item from the PLL?

**4. Who signs Commanders Exception Reports? How often? Show me the file.**

ANSWER: Use of PD 02 and 05, and high dollar requests, require the unit commander's authentication. With ULLS, there is no document register to sign like we used to do; instead, ULLS creates a Commander's Exception Report each day, listing those requisitions generated which are "high priority" (02/05); it will also list those requisitions that exceed \$500.00. Recommend you quire this report to be signed by the company commander (or his designee, XO or 1SG) BEFORE the requisitions are sent to SARSS or the GATEWAY. Copies of the Commander's Exception Report should be kept on file for two years (along with the closed document register (DCR)).

NOTE: While authenticating this report, encourage your company commanders to ask if their PLL clerks are using RDDs for their Hi-Priority, NMCS requisitions -- did you know that DLA downgrades the transportation priority on requisitions without RDDs to "routine?"

Another nice by-product of this process is that immediately following the printing of the Commander's Exception Report, the Commander's Financial Transaction Report also prints, which is handy if you are interested in knowing the dollar value of requisitions created that day (ALL documents are listed, not just those over \$500.00).

**5. Are you getting supply status back from your SSA each day? If not, what have you done about it? What do you do about no records (status code "BF")/cancellations (status beginning with the letter "C")?**

ANSWER: This is probably the most crucial element of ULLS to understand. Whenever you take a Class IX transaction disk to your SSA (which should be at least once DAILY), the SARSS operator will read the transactions (requisitions, cancellations, follow-up requests, etc.) off it. Each requisition on the disk will generate status, which should be available to you no later than the next day you drop off a disk (multiple disks daily CAN mean multiple status disks daily -- your supporting SARSS operator controls how often status is written back to you). Speaking of disks, there is a LOT riding on this media, and they are not expensive -- ensure your PLL clerks check/format regularly, and discard bad disks. Additionally, when/if you log onto OSC\*, you will get status back on all requisitions accepted by the GATEWAY computer (if you used the "SEND/RECEIVE TRANSACTIONS" OPTION). The STATUS process updates the DCR, and, if any of the status was bad (no records/cancellations), prints the requisitions with bad status onto a hard copy print out (called the "Exception Status Report"). All requisitions with bad status should be researched (i.e., NSN checked on the AMDF, etc.) BEFORE reordering. If confused by a particular status, ask your MMC or DSU materiel manager for assistance.

\* NOTE: SARSS-O has not (contrary to popular belief) made the Objective Supply Capability (OSC) "OBE" -- in fact, OSC has been renamed the "SARSS GATEWAY," and it interfaces with SARSS-O. Using OSC/GATEWAY is still useful, particularly if your supporting SSA's SARSS terminal is temporarily down, and should contribute to getting your requisitions to the source of supply faster.

**6. Show me the date of the Catalog data file that you are using. Why is this important?**

ANSWER: The date of the last Catalog update will be posted to the ULLS Catalog process menu. Having the latest catalog data is EXTREMELY important; a fact that many units don't understand. With the SCP 06-00 software change to ULLS and an ULLS computer with CD ROM capability, the operator can now take advantage of SCP 06's interactive CD-ROM capability -- but this does not eliminate the need to do monthly catalog updates. When the ULLS operator uses the "Update Catalog By CD-ROM" process, the system will keep user created lines, match the record with the AMDF on ArmyLog and remove the remainder of the records, saving space and increasing system speed. When an NSN is requisitioned and not found on the catalog, ULLS will search ArmyLog and populate the catalog with the correct, current information, eliminating errors and cutting rejection rates for request. If something were ever to happen to your catalog file in ULLS, your SSA can help you get a replacement.

**7. Let me see your Parts Received/Not Installed Report. How often do you use this report?**

ANSWER: You should ask to see this report whenever you visit the motor pool; it is not unreasonable to expect the motor sergeant to run a fresh one daily. It lists all parts received ("RC" status posted on the DCR), which do not have application recorded on the ULLS 5988-E (see more on the 5988-E below). A caution: some PLL Clerks get into the bad habit of recording application of parts automatically when received from the SSA, rather than when actually applied to the vehicle. Do not let them get into this bad habit, as much can happen to a part (cross-level, etc.) or vehicle before the part actually gets installed. Spot check the parts bin (where your PLL clerk keeps parts received that aren't yet installed on the vehicle) against this report to see.

**8. How often do you send AMSS transactions to higher (BN)? How often should AMSS transactions be sent to SAMS? Why is this process so important?**

ANSWER: AMSS transactions should be sent to higher (BN) as often as required by local (BN) SOP. Most BMOs will require daily transmissions, so that they can create Systems Status Summary and Projected FMC Rate reports at the request of the BN CMDR/XO. AMSS transactions must be sent to SAMS a minimum of monthly; if you are part of a BN, you only need to send to the ULLS-G computer in your BN that serves as the "rollup" computer ("BATTALION INDICATOR" set to "Y" in the Unit Parameter field), which means this computer receives ULLS-G data from each of the companies in the BN and is therefore able to roll-up data and create reports for the entire BN; this computer then is the one that sends AMSS transactions to SAMS (which passes the data electronically to LOGSA). This process is CRITICAL, for two reasons:

a) Failure to send AMSS transactions to higher in a timely manner will result in a distorted view of your unit's readiness at higher HQ (NOTE: Even the Chief of Staff of the US Army will get his monthly readiness information through your AMSS reporting).

b) Usage reporting (miles driven/hours operated) is now done in conjunction with AMSS reporting; that is, failure to send AMSS transactions to higher also means you are not reporting usage data. Your usage data is used to compute your budget -- under-report your usage data, and you will be under-budgeted. By the way, the mileage/hours readings your operators put on their dispatches when they close them out and give them to your TAMMS clerk for entry into ULLS-G are also critical to this process -- wrong miles/hours recorded means wrong usage reports (and therefore wrong budgets).

**9. Do you have the current version of the MMDF?**

ANSWER: The Maintenance Master Data File (MMDF) must be the same at all units subordinate to the MMC SAMS-2, as this drives AMSS (readiness) reporting. The MMDF encompasses the latest from AR 700-138, and is provided (downloaded) to all SAMS1 and SAMS2 sites subordinate to the MMC SAMS2; its origin is LOGSA, but flows through the senior MMC SAMS2 at each installation/MACOM, so that, in addition to DA directed reportable items, the MACOM, and each level below, can add "maintenance significant" items to be reported. Having an outdated MMDF can cause you to not be sending all the data higher that higher HQ requires. Your CSSAMO should know what the "as of" date should be on the current MMDF.

**10. What is a 5988-E, and why is it important?**

ANSWER: This is the form number in ULLS-G for the form you probably know as the DA FORM 2404. Every piece of equipment in the ULLS-G Equipment Master File has one (by the way, every time your unit property book changes, where you either receive or turn-in a piece of property registered on the EMF, your TAMMS clerk needs to be updating the EMF -- you might ask about that. Like all reports in ULLS, the 5988-E can be printed on demand, and even mass-printed for all equipment during an alert. It is used exactly like the old DA Form 2404, but what's really nice about it is that it contains all uncorrected faults for the piece of equipment (like the DA FORM 2408-14 used to have), and all parts on requisition not yet installed (if the part is not listed on the 5988-E, it's simply not on order). All subsystems (radios, weapons) for vehicles also have one, and need checked the same as you would check a vehicle's. The 5988-E is THE link between your operators and the PLL/TAMMS clerk in the motorpool.

**11. Let me see your Scheduled Services Report. How do you ensure services are performed on time? Do operators/crews participate in services?**

ANSWER: Another report printed on demand in the motor pool. The Battalion S3/Unit Training NCO needs a copy at least once each month, so that he/she can ensure scheduled services are posted to the Battalion Training Schedule. Once on the training schedule, you can monitor services easier, and they are more likely to be done on time. Obviously, operators/crews and LEADERS need to be present during services. A related point is that ULLS contains the training certification for all vehicle and equipment operators -- might be a good idea for the BN S-3 to get real familiar with this aspect of ULLS -- might even get them to look at this while at the motor doing maintenance on THEIR equipment.

**12. Let me see your reference library. Does it contain a current ULLS End User's Manual? Supply Update? Maintenance Update? Current AMDF/ARMYLOG/FEDLOG? AMDF Code Reference Guide? Unit Maintenance SOP? SSA External SOP? Supporting DS Maintenance Unit SOP? Commanders' Guide to ULLS & AOAP? etc.**

ANSWER: Without these basic references, ULLS may seem mysterious. With the correct publications, ULLS is really pretty simple, and can (by some of our sharper soldiers) be completely learned OJT. The ULLS EUM is now embedded in the ULLS program, and can even be completely printed from there; on-line help keys make turning to the reference EASY. Your Supply and Maintenance UPDATES come from the Baltimore Publications Center; the AMDF references and CDs come directly from the Catalog Data Activity in New Cumberland, PA (these guys have a HOTLINE which you can use to straighten out your account). A PLL clerk (and his/her supervisors) simply cannot be effective without these references, and Motor SGTs, Motor Officers, and other unit leaders should at least know they are available when needed. The Supply Update (current version is UPDATE 14) has DA PAM 710-2-1, the bible on PLL operations. The Maintenance Update (current version is UPDATE 14) has DA PAM 738-750. The AMDF (with a WORKING CD-ROM) is key to ensuring your requisitions are good the first time; the code reference guide explains in detail every code on the AMDF, like AAC (Acquisition Advice Code), perhaps the least understood code on the AMDF, but most responsible for seemingly "bad" requisitions. Finally, the Commanders' Guides should have been provided to you as part of your PCC; if not, copies can be readily obtained from the proponent.